



STATE OF MARYLAND


DHMH

Maryland Department of Health and Mental Hygiene  
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

## MEMO

To: Waiver for Older Adults Providers

From:  Warren Sraver, Waiver Administrator, MDoA  
Jane Weissely, Chief, Division of Waiver Programs, DHMH

Date: April 26, 2013

Re: New Billing Procedures for Certain Waiver Services

### Changes to The Billing Process for Waiver for Older Adults Providers

Effective June 1, 2013, the Maryland Department of Aging will no longer be accepting and processing claims for most Waiver for Older Adults (Waiver) services. These services which are listed at the end of this memo, must be billed to the Department of Health and Mental Hygiene effective June 1, 2013. Please note that there are (5) Waiver services, however, that must continue to be billed to the Maryland Department of Aging as usual until further notice is given. This means submitting paper claims for these (5) Waiver services. These services are also listed at the end of this memo.

There will be (2) billing options for the providers who must begin to bill the Department of Health and Mental Hygiene effective June 1, 2013. The first option is electronic billing through Medicaid's eMedicaid website. The website is free to use and online billing will allow for faster processing and payment of claims. Information about eMedicaid's online services for Medicaid providers can be found at <https://encrypt.emdhealthchoice.org/emedicaid>.

The second option is to submit paper claims to the Department of Health and Mental Hygiene. All paper claims must be submitted on the CMS – 1500 billing form – no exceptions. The CMS-1500 billing form should be submitted to the Maryland Department of Health and Mental Hygiene (DHMH) at the following address:

Maryland Department of Health and Mental Hygiene  
Office of Systems, Operation, and Pharmacy  
Claims Processing Division  
P.O. Box 1935  
Baltimore, MD 21203

Please note that paper claims submitted on a CMS-1500 billing form are generally processed and paid within 4 – 6 weeks.

**Training Opportunities For Providers Billing Through the Department of Health and Mental Hygiene effective June 1, 2013**

Training sessions on the use of the eMedicaid secure online service will be held at Spring Grove Hospital, MPRC building on: Thursday, May 9, 2013 and Thursday, May 16, 2013 from 9:30 AM to 12 PM. Waiver providers may register for these onsite sessions at:

<http://www.surveymonkey.com/s/electronicbilling>

Additionally, a webinar on this topic will be held on Friday, May 17, 2013 at 10 AM. To register for this webinar, go to the following website:

<https://www2.gotomeeting.com/register/177308322>

After registering for the webinar, you will receive a confirmation email with instructions.

**Services to Be Billed Through the Department of Health and Mental Hygiene Effective June 1, 2013**

Agency Nurse Monitoring  
Assisted Living Services  
Behavior Consultation Services  
Dietitian/Nutritionist Services  
Environmental Assessments  
Family/Consumer Training  
Home Delivered Meals  
Personal Emergency Response Systems  
Respite Care  
Senior Center Plus

**Services That Will Continue to Be Billed Through the Maryland Department of Aging Until Further Notice**

Assistive Devices	Case Management
Transition Services	Personal Care
Environmental Accessibility Adaptation	

Questions regarding this memo may be directed to the Waiver for Older Adults Coordinator at 410-767-5220. For general billing questions about the eMedicaid electronic billing option, you may call a Provider Relations Specialist at 410-767-5503.